

**FIRE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class of Assistant Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Directs fire department personnel by assigning work and duty areas, assigning work schedules, and inspecting the appearance of equipment and subordinates. Delegates authority to subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates and conducts employee performance evaluations. Resolves employee complaints and grievances, counsels employees who are experiencing work problems, and conducts corrective interviews. Recommends disciplinary action to the appointing authority.

Directs the operation of a fire company in response to a fire alarm by gathering and assessing pertinent data provided by dispatcher, and proceeding with size-up of an emergency scene. Supervises the driving of fire apparatus, directs or assists the positioning of apparatus at the fireground, and sets up fireground perimeter. Directs emergency scene operations until relieved by a superior officer. Oversees ladder operations, forcible entry, ventilation, use of water supplies, use of self-contained breathing apparatus, and nozzle and hose handling. Supervises subordinate employees in fighting fire, rescuing persons from life threatening situations, providing emergency medical assistance, and salvage and overhaul. Performs and directs search and rescue operations. Observes and responds to changes in fireground conditions and serves as fire safety officer at the scene of an emergency until relieved of command. Identifies hazardous materials and handles hazardous materials incidents. Provides emergency medical care to the sick or

injured and performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support services to patients including the use of defibrillators. Notifies dispatcher to call for additional emergency medical help if needed. Oversees the driving of emergency medical vehicles to and from the scene of emergency to provide medical care and/or to transfer the injured to emergency care facility. Coordinates activities with law enforcement personnel and provides for the needs of firefighting personnel and other emergency personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Studies drug reference literature, precautions, techniques, and pharmacological information relating to emergency medical services in order to incorporate such into the operations of the department. Investigates all accidents involving department equipment or personnel, and makes recommendations on procedures when necessary. Monitors and evaluates local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift. Reviews records of previous shift activity.

Supervises and performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses, schools, and other education facilities and recommends corrections for unsafe practices and conditions. Reports fire hazards or safety violations to the appropriate authority. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for evidence of suspected arson and protects the chain of custody for all evidence recovered. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Participates in training fire department personnel by conducting drills and evolutions, or training in the classroom. Provides informal or on-the-job training for new employees.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Provides for and ensures that accurate emergency medical services records such as personnel records, patient care records, records of activity, financial records, and inventory records are maintained. Personally completes any forms, records, or reports

required, including NFIRS reports. Compiles data and writes reports. Reviews reports written by subordinates.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Makes recommendations on major purchases for the department. Signs vouchers or purchase requisitions and sees that these are sent to the designated person or department for payment. Maintains inventory of supplies and equipment. Orders and distributes supplies and equipment to personnel as required.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for not less than three (3) years immediately preceding the closing date for application to the board.

DS	04-05-78
Rev	08-11-93
	04-12-95
	09-13-95
	10-23-06
	06-09-11
	06-07-12